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N O R W I C H :

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R U L E S

F O R T H E

Government of the Hospital, &c.

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I.

**T**HAT this Society shall be known and distinguished by the name of the Governors of the *Norfolk and Norwich Hospital*, and the Government of it placed in the hands of Governors, qualified as hereafter mentioned.

II.

**T**HAT the Right Hon. the Earl of ORFORD, Lord Lieutenant of the County of Norfolk and of the city and county of Norwich, be PRESIDENT.

III.

**T**HAT every person who in his private capacity shall subscribe twenty guineas at one time,

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shall

shall be a Governor of this Hospital for life; and all subscribers of two guineas or upwards annually, Governors during payment.

## IV.

THAT the overseer, or other officer, for the time being, of any parish, body corporate, or society, subscribing two guineas, be a Governor, but that no overseer or other officer shall vote at any election, unless the name of such overseer or other officer be entered in the subscription books of the Hospital at least two months before such election.

## V.

THAT the Physicians and Surgeons shall be Governors during their attendance upon the Hospital; and shall be entitled to recommend patients, as subscribers of two guineas per annum.

## VI.

THAT a General Board of Governors be held at four stated times in the year, viz. at eleven o'clock in the forenoon, on the Wednesday in each week appointed for holding the sessions in the county of Norfolk, and oftner on special occasions.

VII. THAT

## VII.

THAT the power of making and repealing laws, and of electing and removing officers, be vested in the General Board only.

## VIII.

THAT there be a Weekly Board of Governors, which shall consist of five at least, to meet every Saturday at the Hospital at eleven o'clock in the forenoon.

## IX.

THAT at the General Board, held on the Wednesday in the week appointed for holding the Midsummer sessions, a Treasurer be annually chosen out of the Governors, who shall give such security, and to such persons as the General Board shall appoint, for the due accounting for all such money as he shall receive for the use of the Hospital, and for delivering up all accounts, books, securities, and writings relating to it, and shall pay all such bills as are ordered by the General or Weekly Board. And that whatever money belonging to the Hospital is now, or shall be hereafter vested, in the public funds, or out at interest by order of the General or Weekly Board, shall be in the name of the Treasurer and two other Governors, to be nominated as Trustees by the General Board. That whenever one Trustee shall die, the said

Board shall as soon as may be appoint another Governor to be Trustee in his stead. That the amount of stock in the funds, or on any other security, with their names, shall be inserted in the annual state of the Hospital. That such Trustees shall join in giving a power of attorney to accept stock and receive dividends to such person or persons as the Treasurer for the time being shall appoint, and such Treasurer only shall remain answerable to this charity for such dividends so received. And that the Treasurer shall not be accountable for any money belonging to the Hospital which may be in the hands of any of the Bankers appointed to receive subscriptions, but only for such sums as are actually received by himself, or paid by any of the said Bankers for his drafts or written orders.

## X.

THAT the Members present at every Board appoint their own Chairman, who shall have a casting voice. That at every General Board the proceedings of the last General Board, and at every Weekly Board the proceedings of the last Weekly Board shall be read over, and all rules and orders made at one General Board shall be in force till the next General Board, but no longer, unless confirmed by two thirds of the Governors present at such subsequent  
General



General Board; and that all orders of the Weekly Board shall continue in force till repealed by some subsequent Weekly or General Board.

### XI.

THAT no Chairman shall refuse to propose any question, provided such question be seconded; nor shall he have power to adjourn or dissolve any meeting without the consent of a majority, till the business be wholly finished; and in case of such refusal, or attempt to adjourn or dissolve any meeting, the majority of those present may constitute and appoint some other to preside in the Chair in the same manner, as if the first Chairman was not then present.

### XII.

THAT at all Boards the Governors shall be seated, and every one speaking shall stand up and address himself immediately to the Chairman; nor shall any one speak more than twice in a debate without permission; and that when two shall offer to speak at the same time, the Chairman shall direct which of them is to proceed; nor is any one to be interrupted by another during the time of speaking: and the Chairman is particularly to maintain the authority of this order.

### XIII. THAT

## XIII.

THAT the names of the persons present at every Board be entered in the minute-book, and their proceedings fairly registered, and signed by the Chairman.

## XIV.

THAT at the General Board held in the week appointed for holding the Michaelmas sessions, two Auditors be annually chosen out of the Governors; that they enter upon their office on the same day; that they inspect and audit the accounts of the Hospital, and report the same from time to time, when required. That the said Auditors, and such assistants as they shall require, shall some time between the Midsummer after they enter upon their office, and the first of September following, prepare a report of the State of the Hospital for one year from Midsummer sessions to Midsummer sessions, and of the number of patients received and discharged within the year, and likewise an abstract of the proceedings of the Governors, and of the accounts of the Hospital during that time; that the said report and abstract be laid before the Governors at the General Board to be held on the Wednesday in the week appointed for holding the Michaelmas sessions following, and afterwards printed.

## XV. THAT

## XV.

THAT the Physicians, Surgeons, and Assistant Surgeons shall be appointed by the General Board. That the number of Physicians shall not exceed four, nor of Surgeons and Assistant Surgeons three of each : That whenever the principal Surgeons cannot attend, they engage some of the other Surgeons of the Hospital, or one of the Assistant Surgeons to attend in their room.

## XVI.

THAT the Apothecary, Secretary, and Matron be appointed by the General Board, and such nurses and servants as are necessary by the Weekly Board.

## XVII.

THAT the Clergy of Norwich be desired in weekly rotation to attend the Hospital, and minister to the patients at a convenient hour ; and that patients of all persuasions be attended in the manner they desire.

## XVIII.

THAT two or more of the Governors residing in or near Norwich, be appointed at every Weekly Board, in the order they stand in the alphabetical list, to visit the house once every day for the ensuing week, each of which, in case of sickness or necessary avocation, may ap-  
point

point another Governor to be his deputy : That they walk through the wards with white wands in their hands, that they may be known to be the House Visitors, and that, as soon as they enter the wards, the nurses withdraw, and the patients attend at their respective beds; that they enquire of the patients, whether the physicians, surgeons, apothecary, matron, nurses, and servants have attended them agreeably to the rules of the Hospital; whether prayers have been duly read; whether the provisions were good, and have been properly weighed and distributed; that in their return from visiting the wards, the apothecary, matron, nurses, and servants be ready to attend them, to answer all their questions; that the visitors enquire of them, whether the patients have been guilty of swearing, drinking, or any indecent or irregular behaviour; whether any provisions have been carried out of the house, or brought in clandestinely, or secreted by the patients or nurses; that they view the provisions, with which the house is supplied; that they examine, whether the rules and orders of the house have been observed; that they enter whatever they think observable in a book to be provided for that purpose, which book shall be examined and signed by the Chairman of the next Weekly Board.

XIX. THAT

## XIX.

THAT the Weekly Board inspect the observations of the House Visitors, regulate all matters relating to the admission or discharge of patients, enquire into the conduct of officers and servants, examine and pass accounts, order payments, execute the orders of the General Board, and prepare such matters, as are proper to be laid before the same.

## XX.

THAT the Weekly Board, nine Governors being present, have power to suspend the apothecary, secretary, or matron, for misbehaviour, and to appoint others during the suspension: but that any Weekly Board may remove nurses and servants, and choose others in their room.

## XXI.

THAT whenever any vacancy shall happen in the office of treasurer, physician, surgeon, assistant surgeon, apothecary, secretary, or matron, such vacancy shall be filled up at the next General Board, provided that such Board shall be held 21 days after the vacancy; but if a General Board shall be held in less than 21 days after such vacancy, then that Board shall appoint a day, at not less distance than 21 days, on which a General Board shall be held for the purpose of filling up such vacancy; and if a General Board shall

shall not be held within six weeks after the vacancy, then the next Weekly Board shall call a General Board, and fix upon any day after the expiration of 21 days for the purpose of filling up the said vacancy; and in all cases whatever, the General or Weekly Board shall give public notice in the Norwich news papers of the vacancy, and of the time appointed for the election to any of the said offices, which notice shall be given at least 14 days before the day of election, and till such election be made, the Weekly Board shall appoint a person or persons to supply the vacant office of treasurer, apothecary, secretary, or matron, but no physician, surgeon, or assistant surgeon, shall be appointed but at a General Board: that no one be admitted an assistant surgeon to this Hospital, who has not been under the instruction of a regular surgeon at least 12 months, and who has not likewise attended some public hospital for at least 12 months either at the same or at different times—That when a vacancy shall happen in the office of principal surgeon, the vacancy shall be filled up by the election of one of the assistant surgeons of this Hospital—And that all candidates for the above-mentioned offices, shall deliver their names to the Weekly Board in writing at least one week preceding the day of election.

## XXII.

THAT the Weekly Board have power to summon a General Board, upon any special occasion, giving fourteen days notice in the Norwich news-papers, and specifying the business to be transacted at such meeting.

## XXIII.

THAT all elections, if contested, be by ballot, and where there are more than two candidates, if a majority of the whole number present do not appear for any one candidate upon the first scrutiny, the Chairman shall proceed to a second election, leaving out the candidate who has the fewest votes, and so on till such a majority be found; and that all questions be decided by a majority of votes present, which shall be taken by ballot, if required, which ballot shall be between the hours of twelve and two; but no subscriber after the 25th of December, 1771, shall have a vote at a General Board, till two months after he has paid his first subscription.

## XXIV.

THAT all subscriptions for the current year be paid as soon as may be after the year commences; and that all subscriptions made in the course of the year be considered as commencing on the first of January preceding.



## XXV.

THAT the Chairman or Secretary shall send a monitory letter to all persons whose subscriptions are three months in arrear, to prevent further delay of payment, all subscriptions being supposed to continue, unless the subscriber orders the contrary by letter to the Secretary.

## XXVI.

THAT no treasurer, auditor, physician, or surgeon, shall receive any reward, salary or gratuity from the Hospital for his service.

## XXVII.

THAT no patient, or person related to the Hospital, do at any time presume, on pain of expulsion, to give to, or take from, any tradesman, patient, servant, stranger, or other person whatsoever, any fee, reward, or gratuity, directly or indirectly, for any service done, or to be done, on account of the Hospital.

## XXVIII.

THAT a table of the rules and orders, which relate to the conduct of the patients and servants, and also of the diet, be hung up in each ward, and publicly read over every Friday morning, by a person to be appointed by the matron.

XXIX. THAT



## XXIX.

THAT an inventory of all the household goods and furniture belonging to the Hospital be kept by the secretary, and a copy thereof by the matron, and that once every year, at some convenient time in June, the Auditors do cause a fresh inventory to be made, and compare it with that of the preceding year, as well as with the account of what has been purchased since ; and that as often as any thing shall be wanting, it be immediately notified by the Matron to the Weekly Board.

## XXX.

THAT the method of dealing with tradesmen in general, be to publish an account of provisions and goods wanted, and notice for such as are willing to furnish the same, to bring their proposals, sealed up, to the Secretary at a day fixed, in order that the next Weekly Board may determine which shall be accepted ; and that each tradesman and workman with whom the Hospital deals do provide a book to be left at the Hospital, in which all goods delivered, or work done, shall immediately be entered by him, and that such tradesman, or workman, shall deliver in his bill monthly, so as it may be discharged by the Treasurer on the last Saturday in each month.

XXXI. THAT

## XXXI.

THAT no Governor or other person be present at either Board, when any demand, claim, contract, or bargain, in which he is concerned, is under consideration, except when he shall be desired to attend.

## XXXII.

THAT the appointment of the particular diet of the patients be under the regulation of their respective physician or surgeon, and that no provisions or liquors, no fruit or eatable of any kind be brought into the house to them on any pretence whatever. That in case the nurses or matron discover any person offending against this rule, the matron be particularly careful to take away such provisions, &c. so brought in, and see that they be given to the poor out of the Hospital—This rule to be kept, with one exception, viz. that Jews, being in-patients, having religious scruples about eating the provisions of the house, be permitted to receive such provisions from some of their own people, as their physician or surgeon shall approve, but nothing to be delivered to them except in the presence of the matron; and all nurses, or any person belonging to the Hospital, privy to any irregularity here intended to be guarded against, may, on detection, be immediately discharged.

XXXIII. THAT

## XXXIII.

THAT a poor-box or boxes be set up in some convenient place or places, to each of which there shall be two locks; the key of one to be kept by the Treasurer, and of the other by such person as the Weekly Board shall appoint, and the money therein collected applied to the use of the Hospital.

## XXXIV.

THAT all deeds, evidences and writings relating to the Hospital, or, where the originals cannot be obtained, attested copies thereof, shall be preserved in a chest provided for that purpose, and secured by three locks, the keys whereof shall be kept by the Treasurer and such other persons as shall be appointed by the General Board, held on the Wednesday in the week appointed for holding the Midsummer sessions annually.

## XXXV.

THAT an anniversary meeting of all the contributors shall be held every year in the assize week, on such day and at such place as shall be appointed at the General Board next preceding, and advertised in the Norwich newspapers; and that two Governors shall be desired, at the General Board held on the Wednesday in the week appointed for holding the Easter sessions,

sions, to request such clergyman, as shall then be agreed upon, to preach a sermon on the occasion, before the society at the Cathedral Church, in Norwich, after which a collection shall be made at the church door, and a dinner provided for the contributors and such other gentlemen as please to favour them with their company, where each person shall pay his own expences, and another collection shall be made after dinner for the benefit of the charity.



Admission

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Admission and Discharge

O F

P A T I E N T S

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XXXVI.

**T**HAT patients be admitted and discharged every Saturday by the Weekly Board, between the hours of eleven and one; and that the candidates for admission do attend before eleven.

XXXVII.

**T**HAT an annual subscriber of half a guinea shall have a right to recommend two out-patients, and a subscriber of one guinea shall have a right to recommend four out-patients, within every year; and a subscriber of two guineas one in-patient and two out-patients, or eight out-

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patients

patients, within every year ; and subscribers of larger sums in the same proportion. That a benefactor of five guineas at one time shall have an equal right with an annual subscriber of half a guinea. That a benefactor of ten guineas at one time shall have an equal right with an annual subscriber of one guinea, and a benefactor of twenty guineas shall have an equal right with an annual subscriber of two guineas, and benefactors of larger sums in proportion ; provided that no subscriber or benefactor shall have more than one in-patient at a time.

## XXXVIII.

THAT the overseer, or other officer, for the time being, of any parish, body corporate or society, subscribing to the hospital, have the same power of recommending patients with subscribers of equal annual value.

## XXXIX.

THAT no person be admitted a patient without the recommendation of such subscriber or benefactor as before mentioned, except in cases that will not admit of delay ; in which the apothecary or matron, sending immediate notice to the physician or surgeon of the week, may give admission.

XL. THAT

## XL.

THAT no persons be admitted who are able to subsist themselves and pay for their cure, unless upon some sudden accident; in which case the person so admitted shall be accountable to the Hospital for the care taken of him.

N. B. It is earnestly requested that every Gentleman would inform himself of the circumstances of the person he recommends, as several have been admitted into the Hospital, of ability, it is believed, to have paid for their cure, whilst others have endeavoured to get admission, whose circumstances have been known to be good, and some have even made pecuniary offers to the Faculty for their attendance and skill, provided they would not oppose their admission into the Hospital: the injury the Charity must sustain, if attempts of this sort are not speedily crushed is too obvious to be insisted on, not to mention the justice of breaking in upon the private practice and emoluments of many Gentlemen in the profession of Physick and Surgery in the country.

## XLI.

THAT no one be admitted or suffered to remain as an in-patient, who is capable of receiving equal benefit as an out-patient.

## XLII.

THAT no Subscriber's recommendation be accepted, if his subscription be two months in arrear; and no Governor's vote admitted, while his subscription is unpaid.

## XLIII.

THAT a letter, signed by the Secretary, or Chairman of the Weekly Board, be sent to every person recommending a patient, to signify that the patient recommended is admitted, postponed,

poned, or rejected; and that the like notice be given to the person who recommended, when a patient is discharged; and that all recommendations of patients who shall be deemed improper to be admitted be kept by the Secretary on a file by themselves.

## XLIV.

THAT persons who recommend patients from distant places do send their cases, drawn up by some physician, surgeon, or apothecary, (post paid) to the Secretary, to which an answer shall be returned, whether and when they shall be admitted; but that the Board be still at liberty to reject such patients, if their cases appear to have been not fully represented.

## XLV.

THAT when there shall be want of room in the Hospital for the admission of all duly recommended, and qualified to be in-patients, those shall be first received, whose cases will admit of the least delay: in cases of equal exigency the preference shall be given, first, to such who live at the greatest distance; secondly, to those recommended by such subscribers and benefactors as have not recommended any in-patients within the year; and thirdly, to those recommended by the largest contributors.

XLVI. THAT



## XLVI.

THAT patients duly recommended and qualified, who cannot be admitted for want of room in the Hospital, be entered into the books as in-patients, and received into the house preferable to any other in equal necessity, upon the first vacancies, and in the mean time treated as out-patients.

## XLVII.

THAT four beds be reserved as a provision for accidents, that require immediate relief.

## XLVIII.

THAT no woman big with child, nor child under six years of age, (except in extraordinary cases of surgery, fractures, or where cutting for the stone, or any other capital operation, is required,) no persons in consumptions, disordered in their senses, or subject to epileptic fits, suspected to have the small-pox, venereal disease, itch, or other infectious distempers, no persons having habitual ulcers in their legs, cancers not admitting operation, or dropsies in their last stages, or apprehended to be in a dying condition, or incurable, be admitted in-patients, or if inadvertently admitted be suffered to continue.

XLIX. THAT

## XLIX.

THAT no foldier be admitted an in-patient, until his officer has engaged to pay his subsistence-money to the Treasurer of the Hospital during such time as he shall continue there, except foldiers on furlough, when there is no officer at hand to engage for them. That no pauper from any infirmary in the county of Norfolk, or in the city and county of Norwich, be admitted an in-patient without a Subscriber's recommendation, as medical assistants are provided for them by the respective Guardians.\* That all patients admitted with ruptures requiring trusses shall be furnished with proper ones by this Hospital, the parish or their friends paying for the same on being acquainted with the price by the Secretary.

\* N. B. This is intended to exclude only such casualties as may happen within any Infirmary or House of Industry, but such casualties may nevertheless be sent with a recommendation.

## L.

THAT all patients be discharged at the end of two months after their admission, unless the physician or surgeon certify to the Weekly Board, that there is a probability of their being cured, or receiving considerable relief.

## LI.

THAT all patients discharged be enjoined to return public thanks at their respective places of worship upon their recovery.

## PHYSICIANS and SURGEONS.

## LII.

**T**HAT the Physicians and Surgeons, one of each, attend in their turns at the Hospital every Saturday, at eleven of the clock, to examine those who shall be recommended for patients, to certify their opinions of their several cases to the Board, and to receive under their care such as shall be admitted.

## LIII.

**T**HAT all patients be under the care of the Physician or Surgeon, whose turn it was to attend, when they were admitted.

## LIV.

**T**HAT the Physicians and Surgeons do meet at the Hospital every Tuesday at eleven of the clock, to visit their in-patients, and to consult upon difficult cases, to note down the patients proper to be discharged on the Saturday following, and to prescribe for their out-patients then on the book.

## LV.

**T**HAT the Physicians and Surgeons visit their in-patients at other times, as they shall judge necessary,

necessary, or shall have notice of any sudden emergency from the apothecary or matron.

LVI.

THAT each Physician, if he cannot attend, engage some other Physician of the Hospital to officiate for him.

LVII.

THAT no amputation or other capital operation, except an urgent occasion requires it, be performed without a previous consultation of the Physicians and Surgeons; and no one shall be admitted to see the practice of the house without their consent; and that no operation be performed in the wards, except where the patient cannot with ease and convenience be removed into the surgery or operation room.

LVIII.

THAT the Physicians and principal Surgeons, or any three of them, be a committee for purchasing and examining all drugs and medicines for the use of the Hospital.

LIX.

THAT the foregoing Committee inspect the drugs and medicines the Tuesday after the apothecary receives them; that such drugs, &c. as are

are not good and approved of by the Committee, be returned immediately, that they likewise examine the drugs and medicines monthly, that they see that the apothecary does his duty, and that they enter their observations in a book provided for that purpose.

## LX.

THAT each physician be allowed to take two pupils, but that no such pupil shall be permitted to prescribe in any case. That each principal surgeon be allowed to have two pupils at a time to attend the Hospital for instruction. That no pupil or apprentice perform any operation, but shall have liberty to dress the patients under the direction of the master, and that their patients be dressed every morning before eleven o'clock.

## A P O T H E C A R Y.

## LXI.

**T**HAT the Apothecary in future shall always be a single man, when elected not exceeding 45 years of age, that he fix a ticket on each patient's bed, specifying the name of the patient, the time of admission, and also the diet, according to the prescription of the physician or surgeon; and that he give a list of the same to the matron each prescribing day.

## LXII.

**T**HAT he visit the wards every morning, and be prepared to report the state of the patients to the physicians and surgeons, and likewise examine all the boxes and cupboards every morning, and enter his observations in a book kept for that purpose, to be signed by the Chairman of the next Weekly Board.

## LXIII.

**T**HAT an account of the number of beds, which become vacant in each ward, be delivered by him at the Weekly Board, with a list also of the patients received into the house in the foregoing week, and of such patients as have been in the house two months.

LXIV. **T**HAT

## LXIV.

THAT he dispense no medicines, without the direction of the physicians or surgeons, except in cases of necessity, when they cannot be consulted, and that he keep the door of the shop locked in the nights.

## LXV.

THAT the apothecary do not presume to practice out of the Hospital, or attend any other business, than that for which he was appointed by the Governors, that he be permitted to take an assistant or pupil, that such pupil be boarded in the house, and that he do not suffer any apothecary or other persons to inspect the physicians books without leave first obtained from the physicians.

## LXVI.

THAT the apothecary be never absent without acquainting the matron where he may be found, that he enter into the house visitors book the time when he absents himself and the time he returns, that he always be ready to attend the physicians and surgeons, be at home at ten of the clock at night at farthest, and do not lie out of the house without special leave of the Weekly Board, and in this case and in case of sickness he depute another apothecary, who shall be approved by the physicians, to officiate for him.

## S E C R E T A R Y.

## LXVII.

**T**HAT the secretary attend at every Board and register all proceedings; and that he be always ready to produce the books and accounts of the society fairly written.

## LXVIII.

**T**HAT he enter in a register the names of the in-patients and of the out-patients, their parish, age, and distemper, when admitted, when discharged, and in what state; and in another register the clauses of wills intitling this charity to claim benefactions bequeathed.

## LXIX.

**T**HAT he give notice in writing every Saturday to the physician, principal and assistant surgeon, and to the clergyman whose turn it is to attend, and to the house visitors, who are appointed to visit the following week.

## LXX.

**T**HAT the secretary keep an alphabetical register of benefactors, subscribers and their subscriptions.



scriptions, shewing what years the subscriptions have been paid, and how many patients each contributor has recommended.

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## M A T R O N.

### LXXI.

**T**HAT the matron be always a single woman, and when appointed not exceeding 40 years of age, that she take care of the household goods and furniture according to the inventory, and be ready to give an account thereof when required, and that she be not absent from the house on any account without special leave from the Weekly Board.

### LXXII.

**T**HAT she visit the wards and offices every day, and take care that the persons of the patients, chambers, beds, cloaths, linen, and all things within the Hospital be kept clean and in good order.

### LXXIII.

**T**HAT she keep a daily account of the provisions and other necessaries brought into the Hospital

pital

pital, ready to lay before the Weekly Board ; that she attend to the due distribution of them, take care that none be concealed, and never suffer any to be carried out of the house.

## LXXIV.

THAT she keep a diet book, by which the number of patients on each diet may be known.

## LXXV.

THAT she cause the names of the patients in each ward to be called over every morning and evening, and enter in the house visitors book the names of those who are absent, and that she suffer no in-patient to go any where but in the ground behind the Hospital, and not to be there above an hour at a time, without express order from the physician or surgeon.

## LXXVI.

THAT she take care of the keys of the doors, and that the outer gates be always locked at nine in the evening, and not opened before seven in the morning from Michaelmas to Lady-day, and locked at ten in the evening, and not opened before five in the morning from Lady-day to Michaelmas.

## LXXVII. THAT

## LXXVII.

THAT she see that the surgeons pupils do not stay at the Hospital after their business is finished, and that the nurses, servants, and patients observe the rules of the house, and do their duty, and in case of misbehaviour or neglect, acquaint the Weekly Board or house visitors therewith.

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## S E R V A N T S.

## LXXVIII.

THAT the nurses clean their respective wards by seven in the morning from the first of March to the first of October, and by eight from the first of October to the first of March, and that they serve up breakfast within an hour after the wards are cleaned, that they take care of and return to the matron such provisions, as any of the patients may leave after breakfast, dinner, or supper, and that they acquaint the matron every day at eleven o'clock, what diet is ordered for the patients in their respective wards.

LXXIX. THAT

## LXXIX.

THAT the nurses and servants obey the matron, as their mistress, and that they behave with tenderness to the patients, and civility and respect to strangers, and that no nurse enter the apothecary's shop under pain of discharge from the Hospital, unless called in by him to assist him.

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## MESSENGER or PORTER.

## LXXX.

THAT the messenger or porter be a single man, and when appointed not exceeding 30 years of age, that he attend, and suffer no in-patient to go out without leave ; and that he inform the matron of every stranger who comes into the Hospital.

## LXXXI.

THAT he obey the orders of the apothecary, go on messages, and do the labouring work of the house, when ordered by the apothecary or matron, and that he never be absent without giving the matron notice, that another person may be appointed to attend till his return.

PATIENTS.

## P A T I E N T S.

## LXXXII.

**T**HAT no patient go out of the Hospital without leave from the physician or surgeon first signified to the matron; or lie out of the house on any account whatever, on pain of expulsion.

## LXXXIII.

**T**HAT patients absenting themselves without leave, shall not be received into the house again until the next Weekly Board, and that such patients as shall cause to be conveyed out of the house any provisions, or shall not duly return to the nurse of the ward such as they shall leave after breakfast, dinner, or supper, may be discharged by the Weekly Board.

## LXXXIV.

**T**HAT no men patients go into the women's wards, nor women into the men's, without leave of the matron, or any patient to go into the apothecary's shop, unless called in to assist him, on pain of being discharged from the Hospital.

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LXXXV. **T**HAT

## LXXXV.

THAT they do not swear, curse, behave rudely or indecently, on pain of expulsion after their first admonition.

## LXXXVI.

THAT no patient presume to drink tea for breakfast, nor use any diet but what is directed by the rules and orders, unless in such cases as the physicians and surgeons may think proper, nor to play at cards, dice, or any other game within the wards of the Hospital; or to smoke or chew tobacco any where within the house.

## LXXXVII.

THAT such patients, as are able, be employed, with the approbation of the apothecary, in nursing the other patients, washing and ironing the linen, cleaning the wards, and such other service as the matron shall require, and that no patient be allowed to do any kind of work in the Hospital on their own account.

## LXXXVIII.

THAT persons be permitted to visit the patients on the two following days, viz. Mondays for inhabitants of the city, and Saturdays for country people, between the hours of three and four in the afternoon; and such persons as shall  
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be detected in bringing provisions, or liquors of any kind, to the patients, shall be prohibited from visiting again.

## LXXXIX.

THAT such out-patients, as are able, do attend exactly at eleven of the clock every Tuesday morning, and, if they absent themselves twice together without a reasonable excuse to be allowed by the physician or surgeon, that they be discharged for irregularity.

## XC.

THAT no fresh medicines be given them till they deliver their phials, bottles, boxes, or galipots, and such medicines as they have not used.

## XCI.

THAT no patient presume to loiter about the Hospital or places adjacent, or to beg any where in or near Norwich, on pain of being discharged for irregularity.

## XCII.

THAT no person discharged for irregularity be admitted again a patient of the Hospital on any recommendation whatsoever, unless by particular direction of the Weekly Board.

Form of a LETTER to recommend patients.

GENTLEMEN,

17

I recommend to your examination  
of the parish of

but residing in the parish of \_\_\_\_\_ by  
trade \_\_\_\_\_ whom I believe both

from his disorder and his circumstances to be a  
real object of charity, and desire \_\_\_\_\_ may be  
admitted an \_\_\_\_\_ patient of the Hospital, if duly  
qualified.

I am,

GENTLEMEN,

Your humble servant.

*To the Governors of the  
Norfolk and Norwich  
Hospital near Norwich.*

See the N. B. at the end of the 40th rule in  
page 21.

*N. B.* Each person recommended is expected to  
bring two shirts or two shifts.

Form of an ANSWER, when the person recom-  
mended is thought improper to be admitted.

Norfolk and Norwich Hospital,

Day of

17

S I R,

By order of the Weekly Board, I beg leave  
to acquaint you, that \_\_\_\_\_ recommended  
by \_\_\_\_\_



by you as an patient, appears upon examination improper to be admitted, being, &c.

I am, S I R,

Your humble servant,

CHAIRMAN.

---

Form of an ANSWER when the Hospital is full.

*Norfolk and Norwich Hospital,*  
the day of 17

S I R,

I am to acquaint you, that recommended by you for an in-patient, cannot now be received into the Hospital for want of room, but is entered on the books, and for the present made an out-patient, but will be received into the house on a vacancy

I am,

S I R,

Your humble servant,

CHAIRMAN.

Form of an ANSWER when the person is admitted.

*Norfolk and Norwich Hospital,*  
the day of 17

S I R,

I am to acquaint you, that  
recommended by you for an patient, was  
this day admitted as an patient, on your  
recommendation.

I am, S I R,

Your humble servant,  
CHAIRMAN,

---

Form of an ANSWER when one recommended to be an in-patient, is judged more proper to be an out-patient; or an out to be an in-patient.

*Norfolk and Norwich Hospital,*  
the day of 17

S I R,

In pursuance of your recommendation,  
has been examined, but is  
not admitted as an patient, as it has been  
judged more proper to make him an  
patient

I am, S I R,

Your humble servant,

CHAIRMAN.

Form of a LETTER, when a patient is regularly discharged.

*Norfolk and Norwich Hospital,*  
the day of 17

S I R,

I am to acquaint you, that  
who was admitted the day of  
an patient on your recommendation, is  
this day discharged, having received [*a cure,  
or relief, or is no better, or is discharged at his  
own request, as the case may be.*]

I am,

S I R,

Your humble servant,

CHAIRMAN.

---

Form of a LETTER, when a patient is discharged for irregularity or non-attendance.

*Norfolk and Norwich Hospital,*  
the day of 17

S I R,

The Weekly Board, on examination being fully assured of the irregular behaviour of  
, recommended by you, have thought themselves obliged to discharge this day, and to acquaint you, that it is contrary to the rules of the Hospital ever to admit after such an offence on any recommendation  
whatsoever

whatsoever, unless by particular direction of the Weekly Board.

I am, S I R,

Your humble servant,

CHAIRMAN.

---

Form of a LETTER to the house visitors.

*Norfolk and Norwich Hospital,*

the            day of            17

S I R,

The Weekly Board have nominated you according to your turn in the alphabetical list, and Mr.            house visitors for the ensuing week, and as the œconomy and credit of the hospital so much depend on the daily attendance of the house visitors, and their enquiries, you are earnestly desired to discharge this important office, and if prevented by business or sickness to engage some other governor to act in your room.

I am, S I R,

Your humble servant,

CHAIRMAN.

---

Form of returning thanks for a cure.

————— having lately received a cure at the *Norfolk and Norwich Hospital*, desires to return humble and hearty thanks to Almighty God for the same.

Form

Form of a LETEER to be sent to subscribers  
in arrears.

*Norfolk and Norwich Hospital,*  
the            day of            17

S I R,

In compliance with the rules of this society,  
I am to acquaint you, that it appears by the  
secretary's books that your subscription of  
per ann. payable last

has not yet been received: it is therefore the  
request of the Board, that you will be pleased  
to pay it to the Treasurer, or one of the corre-  
spondents, and excuse this application, as it is  
the constant usage of other hospitals in the like  
case.

I am, S I R,

Your humble servant,

CHAIRMAN.

---

Form of a LEGACY to the Hospital.

I give and bequeath unto A. B. and C. D. the  
sum of                            upon trust, and to the in-  
tent, that they or one of them do pay the same to  
the Treasurer for the time being of a society,  
who now call themselves the Governors of the  
*Norfolk and Norwich Hospital*, which said sum

G

of

of I will and desire may be paid out of my personal estate, and applied towards carrying on the charitable designs of the said society.

---

Form of the printed notice to be given to every  
OUT-PATIENT.

You are ordered to attend your  
at the Hospital every Tuesday, at eleven of the  
clock precisely, and at no other time, unless  
something extraordinary seems to render the  
more frequent advice necessary,  
in which case you must first apply to the house  
apothecary.

If you twice neglect attending your  
on the day, and at the hour appointed, without  
particular leave from him, you will be dis-  
charged for non-attendance.

*N. B. All the out-patients are ordered to bring  
back every week to the apothecary, whatever  
medicines they do not make use of, with the  
bottles, boxes, phials, or gallipots received  
from him.*

*Whoever neglects this order will have no medi-  
cines.*

## A general TABLE of DIET.

Subject to the occasional alteration of the physicians or surgeons.

## COMMON DIET.

## BREAKFAST.

A pint of panado, milk pottage, or water-gruel every day.

## DINNER.

- Sunday.* Eight ounces of boiled mutton, beef or veal, with a proper quantity of turnips or carrots, &c.
- Monday.* A pint of rice milk, frumenty, or 12 ounces of baked pudding.
- Tuesday.* A pint of broth, with potatoes, turnips, carrots, or parsnips.
- Wednesday.* Baked pudding 12 ounces, or boiled potatoes.
- Thursday.* Eight ounces of boiled mutton, with some of the above roots.
- Friday.* Baked pudding, or a pint of rice-milk.
- Saturday.* The same as on Tuesday.

## S U P P E R.

- Sunday.* A pint of broth.  
*Monday.* One ounce of butter, or 3 ounces  
of cheefe.  
*Tuesday.* A pint of broth.  
*Wednesday.* A pint of milk pottage.  
*Thursday.* A pint of broth.  
*Friday.* The same as on Monday.  
*Saturday.* The same as on Tuesday.

Bread and Beer sufficient without waste.

Three pounds of mutton or veal, or two of lean beef for every gallon of broth, may be added over and above the common allowance of meat.

---

L O W D I E T.

## B R E A K F A S T.

A Pint of gruel or milk pottage every day.

## D I N N E R.

- Sunday.* A pint of broth and two ounces of veal, with any of the aforementioned roots.  
*Monday.* A pint of rice-milk.  
*Tuesday.* A pint of broth with some roots.  
*Wednesday.* Eight ounces of bread-pudding boiled.  
*Thursday.*



- Thursday.* The same as on Sunday.  
*Friday.* Potatoes or bread-pudding a sufficient quantity  
*Saturday.* A pint of broth with roots.

## S U P P E R.

- Sunday.* A pint of water-gruel or milk-pottage.  
*Monday.* The same.  
*Tuesday.* The same.  
*Wednesday.* An ounce of butter, or two ounces of cheese.  
*Thursday.* The same as on Sunday.  
*Friday.* The same as on Wednesday.  
*Saturday.* The same as on Sunday.

Bread sufficient without waste, and small beer not exceeding a pint a day.

Patients on this diet to be first served.

## M I L K D I E T.

## B R E A K F A S T.

A pint of water-gruel or milk-pottage every day.

## D I N N E R.

- Sunday.* A pint of rice-milk or hasty-pudding.  
*Monday.* Rice or bread pudding.

*Tuesday.*

- Tuesday.* A pint of rice milk or boiled potatoes.
- Wednesday.* Bread-pudding boiled or baked.
- Thursday.* A pint of rice-milk, boiled milk with bread, or frumenty.
- Friday.* Bread-pudding or rice-pudding.
- Saturday.* A pint of rice-milk, or boiled potatoes.

## S U P P E R.

- Sunday.* A pint of milk-pottage, or water-gruel.
- Monday.* A pint of milk-pottage.
- Tuesday.* A pint of boiled milk.
- Wednesday.* A pint of water-gruel.
- Thursday.* A pint of milk-pottage.
- Friday.* A pint of boiled milk.
- Saturday.* A pint of milk-pottage.

Bread every day without waste. Drink, two parts water and one milk, a sufficient quantity.

---

 D R Y D I E T.

## B R E A K F A S T.

One ounce of butter, or two ounces of cheefe, every day.

## D I N N E R.

*Sunday.* Six ounces of veal, with roots.

*Monday.*

- Monday.* Rice or bread-pudding.  
*Tuesday.* Six ounces of mutton, with a proper quantity of roots.  
*Wednesday.* The same as Monday.  
*Thursday.* The same as Tuesday.  
*Friday.* The same as Sunday.  
*Saturday.* The same as Monday.

S U P P E R.

One ounce of butter, or two ounces of cheefe, every day in the week.

Bread or sea biscuit without waste, and a pint of beer every day.

The vegetable diet cannot be sufficiently specified here, as the different seasons of the year require suitable variations.

F I N I S.

RA988

N83

N764

786 N

Accession no.

JFF

Author

Norfolk and Norwich  
hospital ... Rules  
and orders. RA988

Call no.

N83

~~HOSPITALS~~

N76H

Gt. Brit.

726 N

Norfolk and Norwich

